United States District Court
Southern District of Indiana

Video Evidence Presentation System

User Guide
For Court Staff
& Attorneys

**Revised
June, 2001**

Contents

General Information

The court's Video Evidence Presentation System (VEPS) is a portable, self-contained workstation that provides video sources (document camera, VCR, and others), video switching and distribution devices, and outputs, which can be connected to monitors or projectors in the courtroom. It is a tool used by attorneys and court staff to effectively manage the visual presentation of court evidence.

VEPS can simultaneously display virtually any video image on several monitors located throughout the courtroom, so that the judge, jurors, witnesses, and attorneys all have access to the same material at the same time. An "image" can be created from a document, photograph, slide or small 3-dimensional object. It can also be a videotaped deposition or surveillance tape played back on the unit's VCR. VEPS can also display computer images, such as PowerPoint® presentations, or visual materials organized with Trial Director™ or similar software. A videoconferencing system or other "live" camera can also be connected to the system.

Any image from any source on the system can be annotated by using an electronic "pen" or touch-screen to draw lines, circles or arrows on top of the image. This allows both the VEPS operator (usually an attorney) and the witness to highlight certain parts of an image during court testimony.

There are practical limitations to what VEPS can do, and there are possibilities for using VEPS that attorneys may not have considered. For these reasons, and to provide an opportunity for training on the use of VEPS, the best approach is for attorneys to meet with court staff ahead of time to determine what will or will not work on the system.

Because VEPS units are not permanently installed in any given courtroom, it is absolutely essential for attorneys to schedule the use of VEPS with the courtroom deputy clerk assigned to their case.
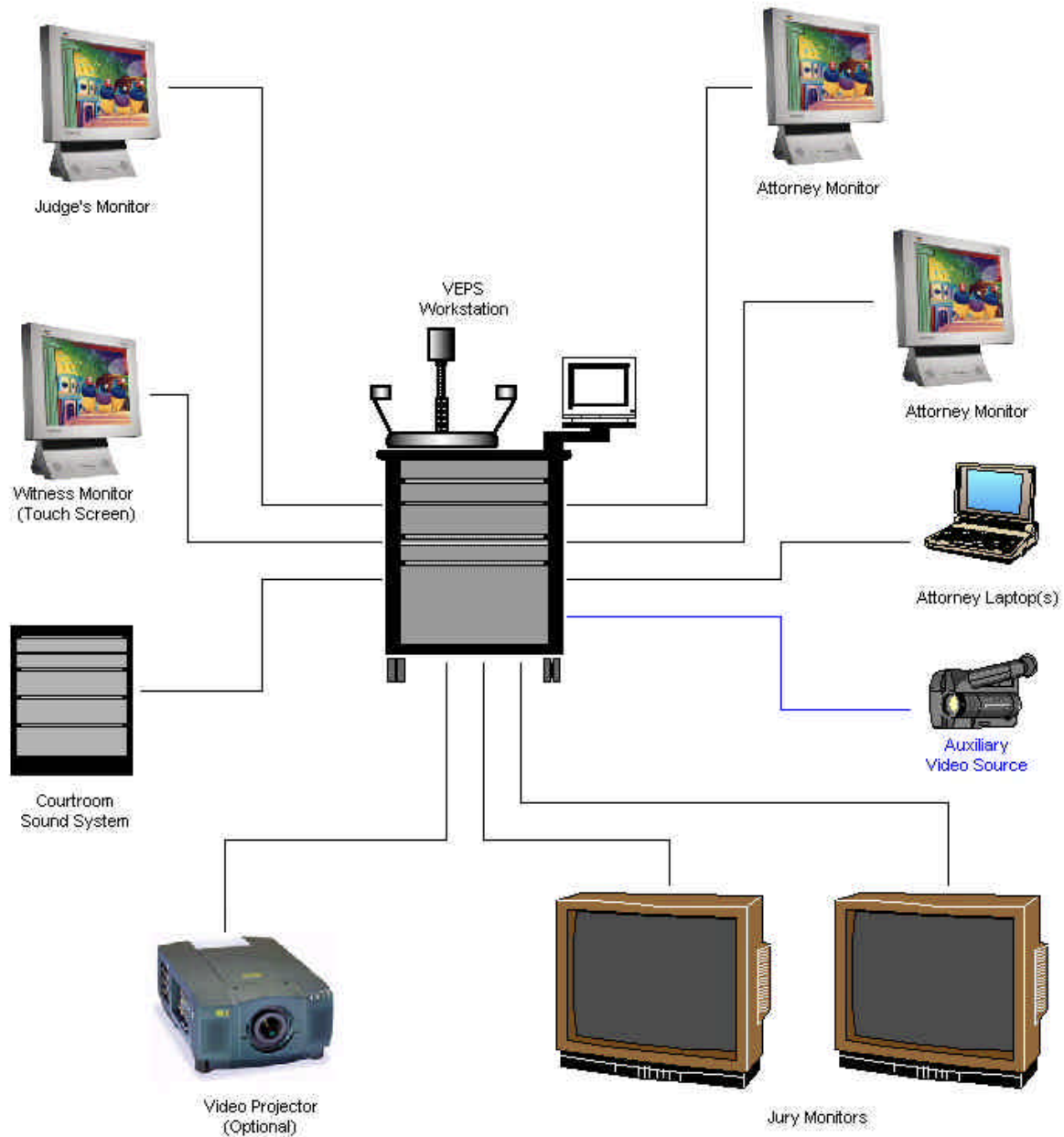
Court staff generally require that VEPS be scheduled at least two (2) weeks in advance.

The courtroom deputy will determine whether VEPS is available and appropriate for that particular proceeding. The courtroom deputy may also refer attorneys to the USDC Systems staff for technical assistance with special VEPS setup requirements.
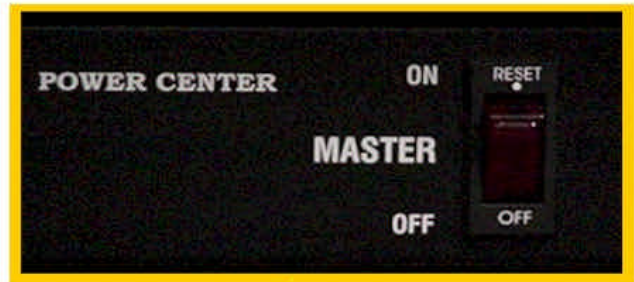
System Overview

A typical VEPS courtroom installation includes the following components:

Judge's Monitor

Attorney Monitor

VEPS Workstation

Witness Monitor (Touch Screen)

Attorney Monitor

Attorney Laptop(s)

Courtroom Sound System

Auxiliary Video Source

Video Projector (Optional)

Jury Monitors

VEPS Components (Front Panel)

Source Select Switch

Master Power Switch

VCR

Storage Drawer

Computer Source Select Switch

VEPS Front Panel Details

Basic Operation

Follow these basic steps for successful VEPS operation:

- <u>Power-on</u> the VEPS unit and all courtroom monitors.

- Set the Source Select Switch to the desired video source.

- Position materials and adjust the <u>Document Camera</u>, OR

- Insert a videotape and use the <u>VCR playback controls</u>, OR

- <u>Connect a laptop computer</u> to the system and launch a PowerPoint presentation or other application. (Use the Computer Video Input Select switch when two laptops are connected at the same time.)

- Use the <u>Illustrator's light pen</u> (attorney) or <u>touch-screen</u> (witness) to highlight parts of the video image.

- For problems with VEPS equipment, first consult the <u>Troubleshooting Guide</u>.

System Power-On

- Prepare the VEPS system for use by first applying power to the VEPS workstation. Use the **Master Power Switch** at the top of the unit's front panel.

- With the system's **Master Power Switch** "On", there are two components, the document camera and the VCR, which must be powered-on individually. To use the document camera, press the **Power** switch on the camera's main control panel. After a brief self-test, the document camera's stage lights are illuminated.

IMPORTANT: After the document camera is powered-on, be sure to set the appropriate resolution by pressing the **MODE** switch until "XGA" is selected.

- If the VCR will be used, press its **POWER** switch, <u>OR</u> insert a videotape, and the VCR will be automatically powered-on.

- Once the VEPS system has been installed, all courtroom monitors should remain powered-on, although they will go into a low power, or "sleep" mode with no signal from the VEPS workstation. When the workstation is powered-on, the monitors should display a video image. If not, check to be sure that individual courtroom monitors are powered-on.

- After following the steps above for powering-on VEPS components, if any component fails to work, refer to the Troubleshooting Guide, or contact the USDC Systems Helpdesk.

Using the Document Camera

IMPORTANT: After the document camera is powered-on, be sure to set the appropriate resolution by pressing the **MODE** switch until **"XGA"** is selected.

- With the VEPS Video Source Select Switch set to **"DOC"**, place a document, photo, or small object on the document camera's stage. For most materials, use the upper stage lights. For slides or transparencies, press the **LAMP** button to change to the lower light source.

☞ **User Tip:** Glossy photographs or other materials may produce an undesirable glare on the image. Try adjusting the document camera's lights so they are oriented less directly (different angle) to the stage.

- Use the **TONE** button to select the best image display. Pressing the button toggles between **"Text"** and **"Image"**. Use the **"Text"** setting for documents with more words; use the **"Image"** setting for materials with more pictures.

- Watch the image on the VEPS monitor and use the **"ZOOM"** controls to adjust the size of the image. Digital document cameras will exhibit a slight delay or visual "stuttering" as the camera lens is zooming in or out. This is normal.

- For a smoother transition from one document to another, use the **FREEZE** button to temporarily freeze one image, then position the next document, press **FREEZE** again to release the freeze mode and display the new document.

- The document camera has a remote control, stored in the VEPS workstation's drawer, which can access all of the functions described above, plus other features. Refer to the document camera's User Manual for more information.

Document Camera

Main controls of the Samsung SVP-6000 Document Camera:

Power

Freeze   Tone

Mode   Zoom

Using the VCR
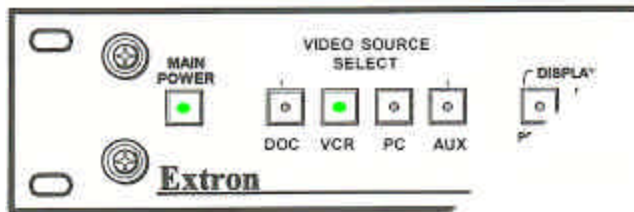

- With the VEPS <mark>Video Source Select Switch set to **"VCR"**</mark>, insert a standard VHS or S-VHS videotape in the front of the VCR. The VCR is automatically powered-on when a tape is loaded.

- Use the VCR's remote control (stored in the drawer of the VEPS workstation) to **PLAY ▶**, **PAUSE ❙❙**, **STOP ■**, **FAST-FORWARD ▶▶**, or **REWIND ◀◀** the videotape.

- To view a still video image frame-by-frame, press **PAUSE ❙❙** during normal playback. Then, to advance a still picture, press **SHUTTLE PLUS ▶▶❙** on the remote repeatedly. To reverse a still picture press **SHUTTLE PLUS ❙◀◀** . To resume normal playback, press **PLAY ▶**.

- If the videotape has audio recorded on it, use the courtroom sound system controls to adjust the sound level for playback. **Definitely** test this feature of the videotape beforehand.

☞ **User Tip:**   All videotapes should be previewed on VEPS and queued to the appropriate playback point <u>BEFORE</u> they are actually needed in court. This saves time and prevents "surprises" during court sessions.

Using A Computer with VEPS

- With the VEPS Video Source Select Switch set to **"PC"**, one or two computers may be connected to VEPS. An additional switch, the **Computer Video Input Select Switch**, located on a shelf on the VEPS workstation, is used to choose between two computers connected simultaneously.
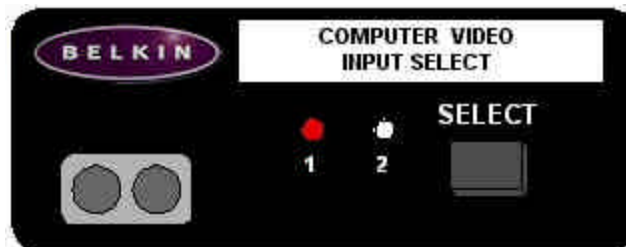
☞ **User Tip:** When one computer is connected to VEPS, it is still possible to select the unused computer input. When troubleshooting, be sure the correct input is selected on the Computer Video Input Select Switch.

- The USDC Systems staff should be consulted during VEPS setup, so that the proper cables can be installed in the courtroom for connecting VEPS to laptop computers for one or both parties. The location of laptops, whether at the lectern or at attorney tables, is flexible, but must be determined in advance.

- Because of variations in hardware and display settings, any laptop computer to be used in the courtroom should be tested well in advance of the scheduled court date to ensure proper operation. Attorneys should be prepared to make changes to their machine's display settings, if necessary.

Using Other Video Sources
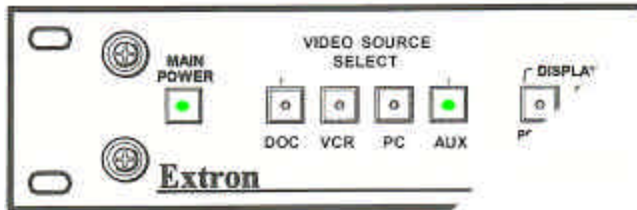
- With the VEPS Video Source Select Switch set to **"AUX"**, additional sources of video, such as a camcorder or videoconferencing feed, can be connected to the system.
- The auxiliary video device must have a standard composite video output (RCA-type connector), which is connected to the **"AUX. VIDEO INPUT"** connector on the back panel of the VEPS workstation.
- The USDC Systems staff should be consulted before connecting any auxiliary video equipment to VEPS.

Using the Illustrator Tools

- Any image displayed on VEPS can be annotated by using either the light pen at the VEPS workstation, or by using the touch-screen monitor at the witness stand. These tools allow attorneys and witnesses to underline text, circle parts of an image, or place pointers anywhere on the image.

At the VEPS Workstation:

- To use the light pen to draw lines, simply press the tip of the pen on the workstation monitor's screen, and then move the tip while it remains in contact with the screen. To place a pointer (arrow) on the image, tap the light pen's tip on the screen. Any number and combination of lines and pointers may be placed on the image.
- To erase a line or pointer, press the button on the light pen's barrel once. Repeating this action will "undo" each of the previous lines/pointers, removing them in the order they were placed. Pressing and holding the button for several seconds will clear ALL lines and pointers.
- To change the line/pointer color, hold the barrel button, and then tap the pen tip on the screen. While the barrel button is depressed, a color square appears on the lower right-hand corner of the screen, cycling through the color palette with each tap of the tip button, until the desired color has been selected. Release the barrel button to continue with normal light pen operation.
- To change the thickness and brightness of lines, as well as pointer styles and other options, access the Illustrator's Setup Menu. To enter the Setup Menu, first press the barrel button and then press the tip button so that **both** buttons are simultaneously pressed for about 5 seconds. The Setup Menu will appear on screen. To select a menu option, lightly drag the tip button across the screen until the desired option is highlighted. Select the desired submenu option in the same way. Press the pen tip on **"Exit Setup Menu"** when finished selecting options.

At the Witness Monitor:

- To use the touch screen, simply press a finger or plastic stylus on the screen to draw lines, or tap the screen to place pointers. To undo/erase the last action, tap the upper right corner of the touch screen. To clear all lines and pointers, tap the lower right corner of the screen. To change color, tap the lower left corner of the screen, and to enter the Setup Menu, tap the upper center of the touch screen. The four function areas of the touch screen (corners) cannot be used for drawing.

Using the Video Printer

- An optional **Sony UP2900 Video Printer** can be attached to one of the SVGA outputs of the VEPS workstation. The printer can capture any image displayed on VEPS, including all annotations made with the Illustrator tools, and produce a Polaroid-like 3x5 print.
- To create a print of an image displayed on the VEPS workstation monitor, first make sure the video printer is connected and powered-on. When ready to print, press the **CAPTURE** button on the front of the video printer. The image on the screen is stored in memory and "frozen" on the VEPS monitor.
- If the image is acceptable, press the **PRINT** button. To change the image in memory before printing, press the **SOURCE/MEMORY** button, make adjustments to the source image, press **CAPTURE** again, and then **PRINT**. After about 35 seconds, the finished print pops out of the paper tray.
- To replace paper or film, consult the printer manual or contact the USDC Systems staff.

☞**User Tip:**   The video printer is <u>NOT</u> installed as part of the standard VEPS courtroom setup. Any parties interested in using the printer must request this in advance, and should be available for a brief orientation to operating the printer.

Basic Troubleshooting

- **NO VIDEO IMAGE ON THE VEPS WORKSTATION:**

  1. Check that the Master Power Switch is on and illuminated.
  2. Check power switches for individual VEPS workstation components (e.g., Extron switcher, PointMaker, document camera). Make sure all devices are powered-on.
  3. Try selecting a different video input.
  4. If a computer input is selected, make sure a screen-saver has not been activated on the laptop.
  5. If all devices are powered-on and no image is displayed when any video source is selected, contact the USDC Systems Helpdesk.

- **NO VIDEO IMAGE ON AN INDIVIDUAL COURTROOM MONITOR:**

  1. Check that the monitor is powered-on.
  2. On the large (jury) monitors, use the remote control to make sure the proper input is selected (**VGA1**).
  3. Check the video cable connections at the monitor, any extension cables, and on the back panel of the VEPS workstation.
  4. If the monitor appears to have power, and cable connections are normal, but no image is displayed, contact the USDC Systems Helpdesk.

- **NO SOUND FROM A VIDEOTAPE:**

  1. Make sure the VCR is selected on the Video Source Select Switch.
  2. Make sure the videotape is producing audio (watch for the sound level indicators on the VCR's display).
  3. Try adjusting the auxiliary (VEPS) input level using the courtroom sound system controls.
  4. If the VCR indicates sound is being produced, but nothing is heard on the courtroom sound system, contact the USDC Systems Helpdesk.

- **ERRATIC LIGHT PEN OR TOUCH-SCREEN BEHAVIOR:**
  1. Reset the VEPS workstation by powering-down, and then back on.
  2. If problems persist, contact the USDC Systems Helpdesk.

USDC Contacts

- **To schedule VEPS for court proceedings**, contact the Courtroom Deputy Clerk assigned to your case:

  - Chief Judge McKinney's CRD-------------**(317) 229-3723**
  - Judge Barker's CRD ---------------------**(317) 229-3602**
  - Judge Dillin's CRD -----------------------**(317) 229-3725**
  - Judge Hamilton's CRD-------------------**(317) 229-3724**
  - Judge Tinder's CRD ---------------------**(317) 229-3682**
  - Judge Young's CRD (Indpls.)--------------**(317) 229-3725**
  - Judge Young's CRD (Evansville) ----------**(812) 465-6425**
  - Magistrate Judge Godich's CRD-----------**(317) 229-3632**
  - Magistrate Judge Foster's CRD------------**(317) 229-3622**
  - Magistrate Judge Hussmann's CRD --------**(812) 465-6302**
  - Magistrate Judge Shields CRD------------**(317) 229-3672**

- For technical assistance or special VEPS needs,
  contact the **USDC Systems Help Desk** at **(317) 229-3737**

- A copy of this document is available online at:

  http://www.insd.uscourts.gov/publications.htm